

Agreement Amendment Process

Amendment Process

Almost any change to the executed agreement requires an amendment, including changes to milestone due dates on the Table of Items for Submittal. There are two exceptions to this rule:

- Budget line items shift up to 15% from one budget line item to another. A written request to shift funds and approval by the Grant Manager is required.
 - Change in Project Director, Grant Contact, or signature authority. A written request must be submitted to the Grant Manager.
1. Project Director (PD) submits a letter to the Grant Manager (GM) requesting an amendment. The letter must justify the amendment and describe the proposed changes.
 2. If the amendment involves a deviation from the scope of work or a request for a time extension, prior approval from the State Water Board must be obtained. The GM can provide further information.
 3. GM sends a letter to the PD approving the amendment with a copy to the Program Analyst (PA).
 4. The PA will provide an electronic version of the executed Agreement, via e-mail, to the PD and GM.
 5. The PD will be instructed to make all changes to the executed Agreement using the Microsoft Word tracking feature. The tracking feature is activated on the Microsoft Word menu bar, select "View" "Toolbars" and select "Reviewing." If an agency does not have Microsoft Word software, the PA will make the changes.

The amendment will be processed with the track changes. For a second amendment, "accept" all changes in the first amendment, manually "unbold" first amendment changes, and then make revisions to amendment two using the tracking feature.

- a. All underscoring and bold must be removed from the original agreement, if necessary, so there's no confusion as to what's being added and what was already there and is not being changed.
- b. Deleted language must have a ~~single strikethrough~~ and will precede added language.
- c. Added language must be **single underscored and bold** (you will have to manually bold the language because the tracking feature won't do it - it's a DGS requirement so we can't eliminate the bold). Grant amendments are not

Agreement Amendment Process

reviewed by DGS; however, to be consistent, use single underscore and bold on grant amendments also.

6. Page 1 of the grant Agreement at end of first paragraph, **underlined and in bold**, insert a brief summary of the changes made in the Agreement.
7. The PD will e-mail to the GM the final draft amendment for review and approval. Once the GM approves the amended language, the GM will e-mail it to the PA.
8. PA will prepare the Amendment Request Form and forward to the GM for signature. GM will send the originals back to the PA.
9. The PA will send the amendment through the normal routing for review/approval.

Updates That Don't Need to Be Made

1. Spelling errors/typos.
2. Capitalization changes (for example, if the word "project" or "agreement" is not currently capitalized, don't bother to change it). Same goes for CalFed vs CALFED.
3. Don't change "term of the agreement" or "life of the project," just leave them as they are in your version of the grant/contract.